



Bacchus Marsh Friendship Quilters Inc

A 0037779 V

PO Box 12
Bacchus Marsh
VIC 3340

www.bacchusquilters.org.au

Workshop / Events Information

Venue: Workshops will be held at The Laurels unless otherwise advised.

Duration: Workshops will be held between 9:30am and 3:30pm. Arrival time is 9:00 am for setting up ready to start at 9:30am. Special events as advised in monthly newsletter.

Setting Up: Room set up is started before 9:00am by committee members

Refreshment Breaks: Break times are determined by the tutor. Tea and coffee is provided.

Tutor's Lunch: A member of the committee will be responsible for arranging lunch as per the Tutor's preferences.

Angel Duties: An angel is at the workshop to assist the tutor. Duties include:

- setting up the room
- setting up the tea and coffee
- welcome participants
- empty rubbish containers on the tables
- at the conclusion of the workshop, pack up and tidy the room

Booking to attend a Workshop/ Event

Deposit: A **non-refundable** deposit of \$20 on the day of booking is required to confirm your place

Payment: Full payment is required one month prior to the workshop/event

Cancellations: If you cancel the workshop/event after full payment has been made and you are not able to find a replacement, there will be **no refund** as workshops/events costs are calculated to cover the entire cost.

If a workshop/event is cancelled by the club, deposit or full payment will be refunded.

Method of payment:

- Cash at the monthly meeting – placed in envelope with name and which workshop/event
- Cheque made out to Bacchus Marsh Friendship Quilters Inc
- Direct deposit Bank details : BSB: 093543 account number: 10048032

Workshop requirement list: Information relating to the workshop/event, including requirements list, will be provided once full payment is received.

Camp Information

- Held at Lake Dewar from Friday night, to Sunday afternoon, dates vary from year to year
- Bookings taken at camp or before 1st December
- Deposit of \$100 to be paid at the time of booking
- Payment in full required by 1st December
- Information sheet with what you need to bring etc will be provided prior to final payment
- Contact camp co-ordinator for dates and further information

Method of payment:

- Cash at camp or the monthly meeting – placed in envelope with name and which workshop/event
- Cheque made out to Bacchus Marsh Friendship Quilters Inc
- Direct deposit Bank details : BSB: 093543 account number: 10048032